

1. How to Search the Collection:

News and Public Affairs (NAPA) holdings database may be searched online on at <http://www.cinema.ucla.edu/collections/NAPA/napasearch.html>

NAPA Collection Search

To search the collection, enter any combination of information in the fields below. [Help](#)

Program Title [[Pick from List](#)]

Program Date/Time **Cassette Number** **Broadcast Channel**

Subject

Free Text Boolean

[View List](#) [Add to List](#)

Callout boxes:

- Enter program title here and select "Search" button. To narrow your search, add any combination of relevant data to any of the other search fields.
- Select to browse an alphabetical list of available titles. Click on a title to enter it in the "Program Title" field.
- Detailed search engine instructions are available here.
- After entering your search data, click to begin your search.
- Enter Subject search terms such as "Bill Clinton." Note that Subject indexing of this collection is limited. For help with search strategies, please see pg. 2

2. How to Select Titles from your Search Results:

Found 5 program(s). [View List](#) [Add to List](#)

<input type="checkbox"/>	Time	Cassette	Program Title	Channel	Length
<input type="checkbox"/>	02/02/1999 07:00 AM	69770	THIS MORNING	2	120 min
<input type="checkbox"/>	03/31/1999 06:00 PM	70642	NEWSHOUR WITH JIM LEHRER	28	60 min
<input type="checkbox"/>	04/28/1999 05:00 PM	71057	WORLD TODAY	CNN	60 min
<input type="checkbox"/>	04/29/1999 06:00 PM	71083	NEWSHOUR WITH JIM LEHRER	28	60 min
<input type="checkbox"/>	07/04/1999 08:00 PM	72026	CAPITOL FOURTH	28	90 min

Callout boxes:

- a. Click boxes to select titles you would like to view. Click top box to select all.
- b. Click to add selected titles to your request list.
- c. Click to review your request list. You will then be asked to provide contact information before submitting your request.

General search suggestions and strategies:

- Consult the “Help” section of the NAPA database for detailed search instructions.
- Enter combinations of search data for more concise results. For example, enter a relevant date or date range in addition to your title or subject search.
- Omit subject searches and use title or relevant dates for broader search results.
- Utilize resources outside of the database to obtain data that may assist your search:
 - **The Vanderbilt University Television News Archive’s online database (<http://tvnews.vanderbilt.edu/>) features full abstracts of selected network television news broadcasts. This information can be used to find specific news segments and airdates relevant to your research. The dates can then be used to search the NAPA database and locate relevant newscasts held in the NAPA collection.**
 - **Back issues of TV GUIDE, held in the UCLA Arts Library (<http://www.library.ucla.edu/libraries/arts>), may be useful in helping to determine the content or airdates for public affairs programs and specials. These dates can then be used to search the NAPA database and locate relevant newscasts held in the NAPA collection.**
 - **Newspaper and magazine microfilm, held on the second floor of the Charles E. Young Library (<http://www.library.ucla.edu/libraries/url/asd/micro.htm>), may be useful in helping to determine the date a specific news story broke. These dates can then be used to search the NAPA database and locate relevant newscasts held in the NAPA collection.**

Resource Bibliography

To search back issues of TV Guide:

UCLA Arts library
1400 Public Policy Building
Box 951392
Los Angeles, CA 90095-1392
(310) 825-3817
<http://www.library.ucla.edu/libraries/arts>

To search newspaper and magazine microfilm:

Charles E. Young Research Library, 2nd floor
Microform and Media Service (M&MS)
Box 951575
Los Angeles, CA 90095-1575
(310) 825-4732
<http://www.library.ucla.edu/libraries/url/asd/micro.htm>

To search network news abstracts:

Vanderbilt University Television News Archive
110 Twenty-first Ave. South, Suite 704
Nashville, TN 37203
(615) 322-2927
<http://tvnews.vanderbilt.edu/>

How do I search the News and Public Affairs (NAPA) Collection?

- NAPA holdings are searchable online via the Archive's website at <http://www.cinema.ucla.edu/collections/NAPA/napasearch.html>. Search help documentation is available on the website or patrons may contact the Archive Research and Study Center for further assistance.

How do I request NAPA items to view?

- From the Archive website you can search our NAPA holdings, compile a research request list, and submit your viewing requests to the Archive Research and Study Center (ARSC) via the online database.

How long will my viewing request take to process?

- As the NAPA collection is stored off-site, we require a minimum of three working days to process your request. We regret that we are unable to accommodate requests for same-day viewing.

Is there a limit as to how many items I can request?

- Due to storage limitations, there is a request limit of 30 titles per client, per academic quarter. Patrons requiring an exemption from this limit for a specific research purpose should contact the Archive Research and Study Center.

Where do I view items I've requested?

- After you have received confirmation of your title requests, primary viewing of NAPA items takes place in the Instructional Media Lab (IML), located in 270 Powell on the UCLA campus.

Do I need to book an appointment to view the titles I have requested?

- Following confirmation and the three-working day paging wait, items are placed on reserve under your name in the Instructional Media Lab, where they will remain available for the duration of the academic quarter. During this period, you may go directly to the Lab without appointment to view the titles you have requested.

Can I borrow or obtain a copy of a title in the NAPA collection?

- The NAPA collection is for on-site use only and does not circulate. We regret that we are unable to provide or distribute copies of items from the collection. Please note that selected KTLA news segments from 1955-1981 and Telenews segments are available for production licensing through our Commercial Services division at (323) 466-8559. The Vanderbilt Television News Archive, a fee based service, offers a circulating collection of network news programs. For information visit their website at <http://tvnews.vanderbilt.edu>.